# PERSONNEL VACANCY ANNOUNCEMENT

Position Title: Engineer (Entry Level)

Multiple Positions (2-4)

Vacancy Number: 00-005
Opening Date: 08/01/00
Closing Date: Open Until Filled
Expiration Date: January 31, 2001

Series/Grade: DN-801-I Full Performance Level:

DN-801-V (only with Board

approval)

Starting Salary Range: \$27,786 - \$46,407 (plus a 7.87%)

locality pay djustment)

## DEFENSE NUCLEAR FACILITIES SAFETY BOARD

<u>Note</u>: Applications and all attachments must be postmarked by the expiration date of this announcement. For individuals applying under the Interagency Career Transition Assistance Program (ICTAP) please see page two for application requirements. Individuals who claim Veterans Preference must submit proof of that preference with the application package or the package will not be considered.

<u>AREA OF CONSIDERATION</u>: Nationwide, All Sources. This is a full-time permanent position located in the Office of the Technical Director, Defense Nuclear Facilities Safety Board (Board). The Board is an independent agency. It is not part of the Defense Department or the Department of Energy.

**LOCATION:** Washington, DC (625 Indiana Avenue, NW Suite 700, Washington, DC 20004) Individuals who live outside the Washington Metropolitan area will be reimbursed for some relocation expenses.

<u>MAJOR DUTIES</u>: The mission of the Board is to oversee the Department of Energy's (DOE's) defense nuclear weapons facilities throughout the country. As part of this development program, the incumbent will be required to complete a three year rotation that will prepare the individual for these complex nuclear-related activities. The three year program includes the following:

- **FIRST YEAR** Incumbent is provided an orientation to the Board's mission, organization, policies, and operations, including an overview of and interaction with a spectrum of technical projects. The incumbent is stationed in Washington, DC during the first year.
- **SECOND YEAR** I noumbent begins graduate work at a school that has been mutually agreed upon by the incumbent and the Board. Full tuition and full salary are provided during this second year. Examples of schools where employees have received their Masters include: Stanford, Berkeley, MIT, Cornell, and I llinois.
- THIRD YEAR I noumbent spends approximately one year on a challenging technical
  assignment with either a private company, national laboratory or other government agency.
  Examples of host companies include: Westinghouse, Los Alamos National Lab, Duke Power, US
  Army Corps of Engineers, Millstone Nuclear Power Station, and Oak Ridge.

<u>MINIMUM QUALIFICATIONS</u>: Candidates must have basic knowledge of the theory, principles and practices in the field of engineering or science as evidenced by a degree or equivalent. Overall GPA of 3.5 is preferred. Candidates must submit transcripts (unofficial, xeroxed copy accepted).

**BASIS OF RATING:** Applicants who meet the minimum qualification requirements will be further evaluated based on the rating factors below. Rating factors determine your ranking in comparison with other applicants.

## **RATING FACTORS**:

- 1. Knowledge of the theory, principles and practices in the field of engineering or science as evidenced by a degree or equivalent.
- 2. Ability to learn the principle features of systems and operating characteristics of nuclear facilities, nuclear processing, or nuclear waste facilities.
- 3. Ability to communicate effectively in writing. Please cite examples of research papers, or other technical documents that the incumbent has written.

**HOW TO APPLY:** You may apply for this position with a resume, or other application format of your choice, such as the Optional Application for Federal Employment OF-612, or the SF-171. Regardless of the application format you choose, your application or resume should contain the information found on page 3 of this announcement under: <u>What Your Resume or Application Must Contain.</u> In addition, federal employees must submit a current performance appraisal. Any applications received after the expiration date of this announcement (01/31/01) will not be accepted.

Prior to appointment, applicants are required to undergo screening for illegal drug use. After employment, individuals are subject to random drug testing. Applicants are required to obtain and maintain a "Q" level security clearance. Send resume to:

Director, Division of Human Resources Defense Nuclear Facilities Safety Board 625 Indiana Avenue, NW Suite 700 Washington, DC 20004

<u>Interagency Career Transition Assistance Program</u>: For displaced employees who are requesting special selection priority consideration. If you are a Federal displaced employee you may be entitled to receive priority consideration under the Interagency Career Transition Assistance Program. To receive consideration you must:

1. Be a Federal displaced employee. The following categories of candidates are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF

separation notice, letter from the Office of Personnel Management (OPM), or your agency documenting your priority consideration status with your application package.

a. Current or former career or career-conditional (tenure group I or II) competitive service employees who: 1) received a special RIF separation notice; or 2) separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or 3) retired with a disability and whose disability annuity has been or is being terminated; or 4) upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or 5) retired under the discontinued service retirement option; or 6) was separated because he/she declined a transfer of function or directed reassignment to another commuting area;

#### OR

- b. Former military reserve or National guard technicians who are receiving a special OPM disability retirement annuity under section 8337(h), or 8456 of Title 5 United States Code.
- 2. Be applying for a position at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
- 3. Have a current performance rating of record (or last) of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
- 4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
- 5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g. submit all required documentation, forms, etc.)
- 6. Be rated well-qualified for the position. Well-qualified candidates are distinguished from minimally qualified candidates based on the rating criteria developed for this position.

## WHAT YOUR RESUME OR APPLICATION SHOULD CONTAIN

## JOB I NFORMATION

Announcement number, and title and grade(s) of the job for which you are applying

## PERSONAL INFORMATION

Full name, mailing address (zip code) and day/evening phone numbers (area code)

Social Security Number

Country of citizenship (Requires United States citizenship)

Veterans' preference (See below)

Reinstatement eligibility (If required, attach SF-50 proof of your career or career-conditional status)

Highest Federal civilian grade held (Also give job series and dates held)

High School - Name, city and State (Zip code if known) - Date of diploma or GED Colleges and universities - Name, city and State (Zip code if known) - Majors - Type and year of any degrees received (If no degree, show total credits earned and indicate whether semester or quarter hours)

### VETERANS' PREFERENCE IN HIRING

If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal or a service-connected disability. Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former Federal career or career-conditional employees).

To claim 5-point veterans' preference, you must attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.

To claim 10-point veterans' preference you must attach an SF-15, Application for 10-point Veterans' Preference, plus the proof required by that form.

The Defense Authorization Act of November 18, 1997, extended veterans preference to persons who served on active duty during the Gulf War from August 2, 1990 through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period regardless of where the person served or for how long. The law also authorized the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 20, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the Vet Guide that may be found on the United States Office of Personnel Management web site @ www.opm.gov.

Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply.

## WORK EXPERIENCE

Give the following information for your paid and nonpaid work experience related to the job for which you are applying. (Do not send job descriptions):

Job title (include series and grade if Federal job)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor

Page 4

## OTHER QUALIFICATIONS

Job-related training courses (title and year)

Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed

Job-related certificates and licenses (current only)

Job-related honors, awards, specials accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested)